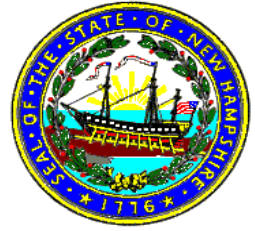




DEPARTMENTS OF THE ARMY AND AIRFORCE
JOINT FORCE HEADQUARTERS
NEW HAMPSHIRE NATIONAL GUARD
1 MINUTEMAN WAY
CONCORD, NH 03301



PLEASE POST IN A PROMINENT LOCATION

ANNOUNCEMENT NUMBER AGR NHANG17-009

9 June 2017

POSITION TITLE, SERIES/GRADE Maj/04
MEDICAL PLANS OFFICER

MAXIMUM MILITARY GRADE Maj/04
FULL PAY AND ALLOWANCES BASED ON RANK AND LONGEVITY.

MERIT: All current NHANG AGR Commissioned Officers in the rank of 2Lt/01 to Maj/04

OPEN: All NHANG members in the rank of 2LT/01 to Maj/04 and those eligible to become a NHANG member

Major/04 selectee will be dependent upon the availability of a controlled grade

Promotion to Major is dependent upon the availability of a controlled grade

CLOSING DATE

MERIT/OPEN: 10 July 2017

DUTY LOCATION
157th Medical Group
Pease ANGB

TYPE OF APPOINTMENT
AGR TOUR

MAXIMUM RANK/AFSC REQUIREMENTS
Maximum rank for this position is Maj/04. This position requires that the incumbent be militarily assigned to AFSC 41A3 military position.

Individual selected for AGR service must meet the physical qualifications for entrance into Active Duty. Individual selected must also meet the requirements of ANG 36-101, chapter 5; enlisted personnel must possess an AFSC compatible with the SPMD upon selection for AGR duty.

OTHER PERTINENT DATA
The Enlistment and Reenlistment Bonus, Student Loan Repayment Program incentive and the Selective Reserve Recruitment Health Care Professionals incentive will be terminated upon start date for an AGR Title 10 or Title 32 tour. Recoupment may be required depending on the specific incentive contract recoupment procedures.

ADDITIONAL INFORMATION
Contact MSgt Kristine Poplar, at DSN: 684-9339, Commercial (603) 225-1339, Kristine.m.poplar.mil@mail.mil or CW3 Kathryn Scott at DSN: 684-9327, Commercial (603) 225-1327, kathryn.l.scott9.mil@mail.mil. Other job postings are available at <https://www.nh.ngb.army.mil/employment/jobs>

EQUAL EMPLOYMENT OPPORTUNITY
The NH National Guard is an equal opportunity employer. Selection for this position will be made without regard to race, religion, age, national origin, gender, political affiliation, marital status, membership or non-membership in an employee organization or any other non-merit factor.

INSTRUCTIONS FOR APPLYING

PROVIDE YOUR EMAIL AND PHONE NUMBER WITH APPLICATION

MERIT: (Current NH AGR's) REQUIRED DOCUMENTS

****Also see MINIMUM PREREQUISITES**

AIR FORCE:

- A single page memorandum expressing your interest in and qualifications for the position, include announcement number
- Three References include, email addresses and phone number
- AIR FORCE: Officer Performance Report (last three)
- AIR FORCE: Records Review Rip
- AIR FORCE: Report of Individual Fitness with a passing score (within 1 year of closing date)
- AIR FORCE: AF Form 422 obtained from Clinic (within 1 year of closing date) POC Med Group 603-430-2325

OPEN: (AGR's outside of NH and NON AGR's) REQUIRED DOCUMENTS

****Also see MINIMUM PREREQUISITES**

ARMY/AIR FORCE:

- NGB Form 34-1 (**20131111**) which includes announcement number and title of position
- Current or prior Technicians must include last SF 50
- ALL DD 214's
- Three References include, email addresses and phone number
- ARMY: Current Ht/Wt Memo from your Cdr or DA Form 5500/5501 meeting standards of AR 600-9 (within 30 days of closing date)
- ARMY: Current ADOS orders (if applicable)
- ARMY: Last three OER's
- ARMY: Copy of Officer Record Brief (ORB)
- ARMY: DA 705 w/passing score (within 1 year of closing date)
- ARMY: RPAM Retirement Points Summary Sheet, NGB 23a & 23a-1
- ARMY: MED PROS Printout showing you're medically fit for AGR tour. (within 30 days of closing date)
- ARMY: Include any medical profiles or medical duty review board findings.
- AIR FORCE: Current MPA Tour Orders (if applicable)
- AIR FORCE: Last three Officer Performance Reports (OPR) (if applicable)
- AIR FORCE: Records Review Rip
- AIR FORCE: Report of Individual Fitness with a passing score (within 1 year of closing date)
- AIR FORCE: Point Credit Summary VMPF
- AIR FORCE: AF Form 422 obtained from Clinic (within 1 year of closing date) POC Med Group 603-430-2325

FAILURE TO SUBMIT ALL THE REQUIRED DOCUMENTS WILL CAUSE YOUR APPLICATION TO BE DISQUALIFIED

Applications must be received in the Human Resources Office NO LATER THAN 1600 hours (4:00 PM) on the closing date indicated above. Applications can be left with an HRO Representative, Pease ANGB, Bldg 145.

Applications sent via overnight (UPS, FEDEX, etc) are not delivered to the Human Resources Office and may not meet the closing date/time requirement.

MAIL RESTRICTION

Applications submitted at the government's expense will not be considered. This includes those submitted in government envelopes or postage and those submitted by way of a fax machine. **Do not** include tabs dividers, books, booklets, or document protectors when submitting applications. When mailing (use address on top of job announcement and put to the attention of HRO/AGR) please allow at least 4-5 days for the application to get through our mail distribution system. **NOTE:** Overnight applications are discouraged as those packages are not delivered to HR.

BRIEF JOB DESCRIPTION

Responsible for daily operations and readiness of the CRE Medical Detachment. Coordinates planning for all mandatory training, exercises, and operations. Responsible for the execution of the Yearly Training Plan; may act as a liaison to the CRE Commander regarding Medical Operations Defense Support to Civil Authorities (DSCA). Oversees the logistical readiness of the CRE Medical Detachment.

Ensures compliance with all inspections directed from higher headquarters. Acts as Resource Advisor, manages budget allocation and activities in accordance with Air Force guidance. The OPR for SVP and AVIP vaccination requirements of all assigned ANG personnel. Provides supervision and management of all full-time Medical Detachment personnel.

Duties and Responsibilities:

1. Thorough understanding of AF/ANG Unit Type Code (UTC) Management, Readiness Skills Verification (RSV) and Air Force Specialty Code (AFSC) medical readiness requirements, and NGB/SG directed training for assigned USAF/ANG personnel.
2. Demonstrated knowledge and training in civilian HAZMAT operations.
3. Exceptional knowledge of federal, state, and local regulations and directives pertinent to position.
4. Exceptional knowledge with Microsoft Office Systems, specifically Word, Access, and Excel.
5. Ability to operate in Incident Command System (ICS) at the local, state, and federal levels.
6. Ability to organize resources, prioritize objectives, and multi-task.
7. Ability to analyze and solve problems, and to make administrative/procedural decisions and judgments.
8. Ability to develop, interpret and amend laws, regulations, policies, standards or procedures.
9. Ability to design or conduct studies, cost-benefit analysis, or other research in accordance with NGB and ANG Financial Systems.
10. Ability to oversee and execute NGB and ANG Medical Logistics program management. Must demonstrate proficiency with DMLSS for generating management reports.
11. Ability to track and assess all assigned ANG Medical Personnel CBRN required vaccinations.
12. Ability to use media/communication devices, including satellite, radio, and web-based applications.
13. Skill in reviewing and analyzing applications and documents to make determinations.
14. Ability to lead others; experience in developing strategic plan(s) and implementing objectives.
15. Strong verbal communication skills with the ability to deliver informative presentations.
16. Ability to compose correspondence or other written communication products.
17. Ability to supervise and train assigned members.

IN-GARRISON DUTIES

1. Responsible for daily operational readiness of CRE Medical Detachment.
2. Oversight and coordination of all assigned medical personnel supporting CRE in-garrison operations.
3. Attends and provides ANG input to CRE command and staff meetings.
4. Executes medical operations and logistics coordination with CRE command staff.
5. Reviews, develops, and executes all aspects of annual training plans for assigned element members.

6. Represents the Medical Detachment/CC on a fulltime basis to maintain command directive continuity.
7. Coordinates manpower and training requirements with the MAO or designated MDG fulltime representative.
8. Ensures all required reporting (i.e. DRRS/AF-IT, ART, DMLSS) is accurate and completed by suspense dates. Holds Unit Certifier role in ART and DRRS.
9. Conserves and maintains Mission Essential Task List (METL) for medical detachment and coordinates with Director of CBRN Medical Operations to synchronize with sister states.
10. Collects and submits detailed After Action Reports (AARs) for training events and exercises, providing ANG recommendations for sustainment, improvement, and corrective actions. Provides meeting notes and trip reports within five (5) duty days after each event.
11. Continuously tracks and validates the CBRN vaccination requirements of all ANG personnel assigned to the CRE mission.
12. Annually reviews and modifies CRE Medical Detachment Standard Operating Procedures in coordination with Medical Detachment Commander.
13. Advises and educates higher leadership and interagency partners on the medical capacity of CRE National Guard medical response capabilities.
14. Ensures maximum interoperable communications, equipment, personnel, and plans coordination in support of large scale CBRN event.
15. Provides oversight of all medical aspects of SEAT Inspection at CRE Medical Detachment level.

TRAINING-REQUIRED

1. Courses listed in the NG J37 HRF and CERFP ITRM for Medical Support AFSCs
2. Basic Life Support (BLS) – Heart-Saver
3. Resource Advisor/Budget Systems/AROWS/DTS/GPC, other as needed
4. Unit Deployment Monitor, including LOGMOD, TPFDD
5. DMLSS Initial and Advanced Proficiency training within one (1) year of assignment
6. DRRS UC – DRRS Training
7. AFRIMS
8. ART Training
9. AF-IT Training
10. SIPR Access
11. MICT
12. Accountable Base Medical Supply Officer/Medical Logistics Officer training
13. NGB Budget Builder initial and annual refresher

14. Truck and Trailer Operation Training

15. All AFSC specific training/skill level to maintain currency

FOR THE ADJUTANT GENERAL

ANDREW C. ANDERSON
COL, FA, NHNG
Director of Human Resources